



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
Instructions for Certification and Recertification
Limited Practice Toxic Use Reduction Planner
BWP-TU02 & BWP-TU04

Limited Practice (LP)
Toxics Use Reduction Planner
Certification Instructions

The Massachusetts Department of Environmental Protection (MassDEP) certifies Toxics Use Reduction (TUR) Planners. Once certified by MassDEP, TUR Planners may certify toxics use reduction plans for companies that are required to report under the Massachusetts Toxics Use Reduction Act (TURA) and 310 CMR 50.00. TUR Planners may apply for General Practice (GP) certification or a Limited Practice (LP) certification. These instructions are for a LP certification.

LP planners may certify plans only for facilities owned and operated by their employers. To apply for certification or re-certification as a LP TUR Planner, the applicant must do the following:

Checklist for Limited Practice Toxics Use Reduction Planner

- ☐ Complete the *Certification or Recertification Application Form for a Limited Practice Toxics Use Reduction Planner (BWP - TU 02 & BWP - TU 04)*. This form can be found on the MassDEP's website: www.mass.gov/dep/toxics/approvals/turforms.htm#cert
- ☐ Receive a *Transmittal Number* and fill out the *Transmittal Form* (found on MassDEP's website: mass.gov/dep/service/online/trasmfrm.shtml). The transmittal number allows the applicant to apply for a permit. The number should be placed in the upper right hand corner of the application.
- ☐ Make and keep a copy of the Application and the Transmittal Form for your records.
- ☐ Mail the original Application, the appropriate fee, and the original Transmittal Form to MassDEP. **Please note:** the application and fee are sent to two different addresses.

These instructions provide additional guidance on the following topics:

- I. Application Instructions for Certification or Re-certification for a LP TUR Planner
- II. Transmittal Number and Form For Permit Application
- III. Certification Fees
- IV. Mailing the Application
- V. Certification and Re-certification Review
- VI. Questions

For more information on Toxics Use Reduction Planners, visit:
www.mass.gov/dep/toxics/tura/planners.htm



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
Instructions for Certification and Recertification
Limited Practice Toxic Use Reduction Planner
BWP-TU02 & BWP-TU04

I. APPLICATION INSTRUCTIONS FOR CERTIFICATION OR RE-CERTIFICATION FOR A LP TUR PLANNER.

Applicants seeking certification or re-certification as a LP TUR Planner should submit to MassDEP a completed *Application for Certification or Re-certification of a Limited Practice Toxics Use Reduction Planner* found at www.mass.gov/dep/toxics/approvals/turforms.htm#cert.

- For Initial Certification as a LP TUR Planner – complete sections A, B, C, D, and H.
- For Re-certification as a LP TUR Planner – complete sections A, B, C, E, and H.
- For Certification to sign Environmental Management Systems or Resource Conservation Plans – complete sections F and/or G.

Section A: Certification Information

Applicants must indicate the type of certification being requested:

1. Indicate whether applying for certification or re-certification as a LP TUR Planner.
2. Indicate whether applying for certification to sign an Environmental Management System and/or Resource Conservation Plan.

Section B: Applicant Information

Applicants must provide general information about themselves and the company they plan to certify plans for.

Section C: Certification Statement

Applicants must sign and date the statement testifying to an honest and good faith effort to supply truthful information.

Section D: Information for Limited Practice Certification

1. *Employment Information*

Applicants must provide specific information on their employment experience and/or educational experience (if substituting for partial employment experience).

a. Employment Experience:

The applicant must provide current and past employment history demonstrating the applicant has seven (7) years of work experience in the fields listed in the application. MassDEP may, at its discretion, allow work experience in areas other than those listed to count toward the required work experience IF the applicant demonstrates that the experience is related to the skills and knowledge a TUR Planner must possess. Use the following as guidance on how to calculate years of employment experience:

For individuals whose job responsibilities include the routine use of the skills needed to perform or evaluate the requisite analyses outlined, the seven (7) years experience is gained if they worked at such a job full-time (at least 37.5 hours /week) for 7 years. Note that it is not necessary for the applicant's work to be limited to these activities. All that is required is that the activities be routinely conducted. Part-time work of this nature should be pro-rated. For example, someone who worked 17.5 hours/week would have to work at the job for 14 years.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
Instructions for Certification and Recertification
Limited Practice Toxic Use Reduction Planner
BWP-TU02 & BWP-TU04

For individuals whose primary job responsibilities do NOT include the routine use of the skills needed to develop or evaluate a TUR plan, the seven (7) years of experience is gained if they have worked for a total of 7 years on projects in which they used skills needed to perform or evaluate the requisite analyses.

Part-time work is also pro-rated if the person always worked part-time. The elapsed time should be pro-rated, so the applicant would need a total of 48 months.

b. Educational Substitution:

The applicant may substitute up to five (5) years of the required seven (7) years of employment experience. **If you are not seeking educational substitution, this section is optional.**

- i. Indicate if you are seeking educational substitution for work experience.
- ii. Indicate the number of years you are seeking to substitute.
- iii. List the educational information requested, including whether you have obtained a certificate or degree. See text box below for a list of acceptable educational substitutions. If the degree or certificate is not one of the fields described below, the applicant may explain why the education is relevant. The regulations allow MassDEP to accept, at its discretion, other education as a substitute for the required work experience, provided that the applicant can show that the education is relevant.

List of Acceptable Educational Substitutions (See 310 CMR 50.52 (3))	Number of years needed
Vocational or Technical Certificate:	1 year
Associate Degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):	2 years
Bachelor's Degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or biology, chemistry or physics)	4 years
Bachelor's Degree with a concentration or major <u>indirectly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):	3 years
Master or Doctorate Degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):	5 years
Master or Doctorate Degree with a concentration or major <u>indirectly</u> related to the work experience set forth in the regulations	4 years

2. Demonstrated Experience in Toxics Use Reduction:

TURA and its implementing regulations require that two (2) years out of the seven (7) years listed above meet the criteria for full-time experience specific to toxics use reduction activities. Please note that this can be part of the 7 years of experience required above, however, detailed information is required in process characterization, options identification, technical evaluation, and economic evaluation. Alternatively, an applicant may satisfy this requirement by taking the TUR Planner course and passing the TUR Planner exam (see section D-3). Please note that if the applicant has satisfactorily completed the Toxic Use Reduction Institute's (TURI) TUR Planner Course, they may substitute 6 months of the demonstrated TUR experience with completing this course.

- a. Indicate whether you are claiming at least 2 years of experience in TUR in lieu of taking the MassDEP TUR exam.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
Instructions for Certification and Recertification
Limited Practice Toxic Use Reduction Planner
BWP-TU02 & BWP-TU04

- b. Describe how your work experience has provided you with the 2 years of specific “toxic use reduction activities”. Please provide the name of the employer at which the experience was gained, a brief description of the experience itself (or the project name, if applicable), and the dates during which you gained the experience or worked on the project(s).
- c. Indicate whether you have attended and completed the TURI TUR Planner course. If so, substitute 6 months of demonstrated TUR experience with satisfactorily completing this course.
- d. Describe how the 2 years of experience listed above applies specifically to TUR. TUR activities are activities that require skills needed to develop or evaluate toxics use reduction plans and are listed below. The applicants must demonstrate that they have experience that has given them the skills needed to perform or evaluate each of these analyses. The experience could be working on TUR projects or on other tasks that are sufficiently similar in that they involve the required skills. If the experience is not in TUR, the applicant must explain how their experience is relevant to TUR planning (unless the relevance is clearly apparent).

Toxic Use Reduction Activities (from 310 CMR 50.51 (2))	
<u>Process Assessment</u>	includes determining: (1) why a toxic chemical or production process is used, (2) the points where the chemical enters or leaves the production process, and (3) the amounts of toxic chemicals used and the amount produced as byproducts and emissions. Process assessment also involves determining whether or not a process flow diagram corresponds to actual facility operations.
<u>Options Identification</u>	includes (1) generating a list of options or alternatives to current process operations or chemical use, (2) identifying when additional sources of information need to be consulted and locating those sources, and (3) determining if a given option is or is not toxics use reduction.
<u>Technical Evaluation:</u>	includes analyzing the technical feasibility of a potential change in process operations or chemical use. This category also includes identifying and evaluating the potential impacts of such changes on (1) worker health and safety, (2) the possible need to comply with other environmental laws, (3) the amount of chemicals used and/or produced as byproducts or emissions as a result of the change, and (4) the facility's operation and function.
<u>Economic Evaluation:</u>	includes analyzing the economic feasibility of a potential change in process operations or chemical usage including an analysis of the costs and savings associated with the change.

Other Related Activities: Describe any experience which does not fit into one or more of the four categories mentioned above but that you believe is TUR².

- e. Indicate if you will certify plans for any facility owned or operated by your employer³ other than the one at which you are currently employed. If so, provide the facility name, address, MassDEP facility ID number, and a description of “at least one year of experience in toxic use reduction activities” that is related to the operation of the facility.

² Note that the Regulations focus on the skills needed to perform or evaluate such analyses. The intent is to allow flexibility for those seeking to become TUR Planners. An applicant may not at this point have worked on a toxics use reduction project, but may have other relevant experience that demonstrates the required skills. Such an applicant, for example, may have evaluated potential changes in facility operations as part of a total quality improvement team. This applicant would need to demonstrate in his/her application how that experience provided the skills needed for the “technical evaluation” category.

³ The term “employer” is defined at 310 C.M.R. 50.55(6) as meaning “an individual or organization for whom the planner works or receives wages on a regular basis.”



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
Instructions for Certification and Recertification
Limited Practice Toxic Use Reduction Planner
BWP-TU02 & BWP-TU04

3. Toxics Use Reduction Planner Exam Certification

Indicate whether or not you have passed the MassDEP TUR Planner exam. In order to qualify for certification, you need to apply to MassDEP within two years of passing the exam. If you have completed the TURI TUR Planner course AND passed the MassDEP certification exam, and you have used five (5) years of educational substitutions, you do not have to demonstrate two (2) years of TUR experience to achieve the required seven (7) years of required experience.

- Give date and location of the toxics use reduction planner certification course you took.
- Attach a copy of your TUR Planner course certificate to the application.
- Give date and location where you took the MassDEP TUR Planner exam.
- Attach a copy of the letter from MassDEP verifying that you passed the TUR Planner exam.

Section E: Information for Limited Practice Re-Certification

TUR Planners must become re-certified every two (2) years by completing a specific amount of continuing education credits in “toxics use reduction activities” over a two-year period. Generally, one (1) hour spent in a continuing education activity equals one (1) continuing education credit. Activities approved by MassDEP for the purposes of re-certification include seminars or any other educational or professional programs relating to TUR sponsored by MassDEP or the Office of Technical Assistance and Technology, the Toxics Use Reduction Institute, the U.S. Environmental Protection Agency, or other organizations.

Indicate if applying for first time re-certification or subsequent re-certification credits using the following table:

Certification Type	Number of Credits Needed
First Recertification	24 credits
Second, Third, Etc. Recertification	20 credits

Then provide additional information on the continuing education activities. This includes activity; dates attended, hours in attendance, brief description of the activity and number of re-certification credits you are seeking.

Re-Certification Credit Guidance:

In order to be approved for re-certification, credits must fall into, and abide by, the following categories:

- Education and training focused on the toxics use reduction planning process as defined by 310 CMR 50.51(2) (toxics use reduction training shall not include the Toxics Use Reduction Planner Course offered by the Toxics Use Reduction Institute when taken by a TUR Planner as a requirement for certification or the development of a Toxic Use Reduction Plan); or
- Other environmental laws or regulations, or laws or regulations pertaining to worker health or safety (e.g. wastewater treatment, hazardous waste management, air emissions, surface water runoff, industrial hygiene, hazard communication), except that such education may not count for more than four (4) credits during any 2-year period; or
- Professional activities related to TUR may, at MassDEP’s discretion, count toward up to eight (8) credits and include, but are not limited to:
 - Presenting or publishing papers;
 - Teaching;



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
Instructions for Certification and Recertification
Limited Practice Toxic Use Reduction Planner
BWP-TU02 & BWP-TU04

- Participation in professional or trade associations;
- Mentoring, being mentored, special projects and “pro-bono” work with communities (the applicant is required to submit a proposal to MassDEP for review and approval); or
- Participation in advisory committees for governmental agencies

Other Credit Information

- *Double Credits:* Programs or topics that are “especially relevant or important to the responsibilities of TUR Planners,” as approved by MassDEP may be counted up to a maximum of 2 credits per course hour (i.e., “double credit”).
- *Topics not considered TUR training:* Topics in pollution treatment or control DO NOT count toward the coursework required under “toxics use reduction training”, but may be eligible for credit under “other environmental laws or regulations, or laws or regulations pertaining to worker health or safety”. (4 credit maximum)

The TURA Program agencies are the primary sponsors of continuing education activities:

- Massachusetts Toxics Use Reduction Institute at UMass, Lowell (www.turi.org/)
- Massachusetts Office of Technical Assistance and Technology (www.mass.gov/envir/ota)
- Massachusetts Department of Environmental Protection (www.mass.gov/dep/toxics/toxicsus.htm)

Section F. Environmental Management System Certification

Applicants seeking to certify EMSs must demonstrate that they have experience or training in EMSs by (for more information on EMS certification requirements see the Environmental Management System Guidance under the Toxics Use Reduction Act at www.mass.gov/dep/toxics/laws/policies.htm):

1. Indicating that they are accredited or certified under a recognized Environmental Management System Standard (e.g., ISO 14001, Responsible Care®) OR
2. Demonstrating 16 hours of continuing education credits in EMS and providing information on the courses, seminars, or other educational or professional programs or activities necessary to support a request for continuing education credits. This is a one-time credit requirement; no additional EMS credits are required for future re-certifications. These credits do not change the total number of credits needed in Section E.
3. Demonstrating two (2) years of EMS employment experience, including auditing environmental management systems, by identifying the specific employment experience and describing duties, responsibilities, skills and or/knowledge acquired in completing the EMS.

Section G. Resource Conservation Plan Certification

Applicants seeking to certify Resource Conservation Plans must demonstrate that they have completed continuing education credits by identifying the courses, seminars, or other educational or professional programs or activities necessary to support request for Resource Conservation certification.

- Twelve (12) continuing education credits are required for the first certification. At least six (6) of the 12 credits must be in applying TUR planning methods to Resource Conservation Planning. The remaining credits must be related to any of the following assets: energy, water, materials found in solid waste, and/or toxics in articles and products.
- These credits do not change the total number of credits needed in Section E.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
**Instructions for Certification and Recertification
Limited Practice Toxic Use Reduction Planner
BWP-TU02 & BWP-TU04**

- No Resource Conservation planning credits are needed to certify Resource Conservation plans that focus on toxics substances used below threshold amounts or chemical substances exempt from TURA reporting.
- Nine (9) continuing education credits are required every 4 years thereafter for subsequent re-certification, including three (3) credits in each of the following areas: energy, water and materials found in solid waste.

For more information on Resource Conservation Planning, see MassDEP's Resource Conservation Planning Guidance at www.mass.gov/dep/toxics/laws/policies.htm.

Section H. Supporting Documentation

Applicants must provide documentation verifying the applicant's attendance at the continuing education activities listed in sections E, F and G. Such documentation should describe the course or events and the hours in attendance, (e.g., course syllabus or event itinerary and a copy of the sign-up sheet or a certificate of completion).

Section I. Continuing Education Pre-Approval

If you would like prior approval of continuing education activities, complete and submit the "Continuing Education Credit Application" located at www.mass.gov/dep/toxics/approvals/turforms.htm.

If MassDEP does not approve a continuing education activity in TUR Planner Re-certification Application, MassDEP may, at its discretion, extend a TUR Planner's Certification Period. The affected TUR Planner may remain certified while attending another activity to be used for re-certification purposes, in place of the disapproved activity. See Section V below for additional information on certification and re-certification application review.

II. TRANSMITTAL NUMBER AND FORM FOR PERMIT APPLICATION

Certification and re-certification as a TUR Planner is done through the MassDEP Permitting process, so a Transmittal Form for Permit Application and Payment with a Transmittal Number must accompany the certification application and fee. The transmittal number and "*Transmittal Form*" are available from MassDEP's web site at www.mass.gov/dep/service/online/trasmfrm.shtml or you can call MassDEP at 617-556-1011.

The transmittal number is generated by a counter on the MassDEP web site and is a unique identifier for transmitting and processing permit applications. A new transmittal number is needed each time you re-certify.

Once the form is completed, make two (2) copies; the original must accompany the application, a copy must accompany the fee payment and a copy should be kept for your records. **Please note:** the application and fee must be sent to two different addresses.

III. APPLICATION FEES

The appropriate application fee noted below must be submitted MassDEP for TUR Planner Re-certification (there are no additional fees associated with certifying an EMS and/or Resource Conservation Plan).

Initial Certification	\$100
Re-certification	\$75

Please mail the application fee (check) along with a copy of the "Transmittal Form" to:



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
Instructions for Certification and Recertification
Limited Practice Toxic Use Reduction Planner
BWP-TU02 & BWP-TU04

Department of Environmental Protection
P.O. Box 4062
Boston, Massachusetts 02211

IV. MAILING THE APPLICATION

Please send the completed TUR Planner Certification or Re-certification Application along with a copy of the Transmittal Form to:

Department of Environmental Protection
TUR Planner Certification Program
1 Winter Street
Boston, MA 02108

Re-certification Applications must be received by MassDEP prior to the expiration of the applicant's Initial Certification or current Re-certification period. The applicant will remain certified as a GP TUR Planner until MassDEP reaches a final decision on the TUR Planner's application and notifies the applicant. Failure to follow this procedure will result in an expiration of the TUR Planner's certification and may subject the TUR Planner to disciplinary proceedings.

V. CERTIFICATION AND RE-CERTIFICATION APPLICATION REVIEW

Normally, the application review process does not take more than three (3) weeks, assuming the application is filled out correctly and contains all the necessary supporting documentation and the appropriate fee is paid.

Following the review, MassDEP will issue a written decision granting or denying certification. Certification shall be granted for a two (2) year period beginning as of the date of the written decision granting certification. A decision denying certification will state the grounds for such denial and, if applicable, specify conditions that the applicant must fulfill in order to be certified. A TUR Planner whose certification application is denied may request an adjudicatory hearing in accordance with M.G.L. c. 30A and 310 CMR 50.60. In addition, MassDEP reserves the right to deny certification to any TUR Planner found by MassDEP to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities as set forth in 310 CMR 50.00.

Re-certification Determination Criteria:

1. Courses "approved by the Department" for the purposes of re-certification include courses, seminars, or any other educational or professional programs relating to TUR sponsored by MassDEP, the Office of Technical Assistance and Technology, the Toxics Use Reduction Institute, the U.S. Environmental Protection Agency, or other organizations. Any applicant who has questions regarding the applicability of an activity for re-certification purposes may receive a written credit determination by filling out and submitting the *Continuing Education Credit Application* (see Section I above for additional information).
2. Generally, one (1) hour spent in a continuing education activity equals one (1) re-certification credit. MassDEP may, at its discretion, specify that one hour of time spent in a specific continuing education activity shall equal more than one credit. A specific continuing education activity can count up to two (2) credits, if MassDEP determines that a particular course, seminar, or other program, or a particular subject, is especially relevant or important to the responsibilities of TUR Planners.



**Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program**

Instructions for Certification and Recertification Limited Practice Toxic Use Reduction Planner BWP-TU02 & BWP-TU04

3. If MassDEP does not approve a continuing education activity upon submission of a TUR Planner Re-certification Application, MassDEP may, at its discretion, extend a TUR Planner's Certification Period. The affected TUR Planner may remain certified while attending another activity to be used for re-certification purposes, in place of the disapproved activity.
4. Topics on pollution treatment or control DO NOT count toward the coursework required under "toxics use reduction activities", but may be eligible for credit under "other environmental laws or regulations, or laws or regulations pertaining to worker health or safety". (4 credit maximum)
5. MassDEP reserves the right to deny re-certification to any TUR Planner found by MassDEP to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities set forth in 310 CMR 50.00.

VI. QUESTIONS

Please contact Paul Walsh in the TUR Planner Certification Program at (617) 556-1011 with any questions you may have concerning re-certification.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

Application for Certification or Re-Certification of a Limited Practice Toxics Use Reduction Planner

Transmittal Number _____

Before completing this application please read the TURA Regulations found at 310 CMR 50.00 (specifically sections 50.50 to 50.63) as well as the Instructions for Certification or Recertification of Limited Practice Toxics Use Reduction Planners. This guidance includes information on TUR planner certification of Environmental Management Systems and Resource Conservation Plans as well. Upon receipt of the appropriate fee, and review of this application, MassDEP will issue you a letter of certification or recertification for a period of two (2) years, or a letter of denial stating the reasons for such denial.

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Instructions

Make check payable to Commonwealth of Massachusetts

Please mail this application along with a copy of the transmittal form to:

Department of Environmental Protection,
TUR Planner Certification Program, One Winter St., Boston, MA 02108

Enter address ONLY if different from above.

A. Certification Information

Please indicate the type of certification you are requesting:

1. Limited Practice Toxics Use Reduction Planner Certification

May certify toxics use reduction plans only for the facility or facilities owned/operated by current employer.

☐

Initial Certification

- Fee is \$100. On the transmittal form, enter **BWP TU 02** as the permit code and "Limited Practice TURP" as the permit name.
- Applicant must complete sections A, B, C and D.
- Skip Section E

☐

Re-Certification

- Fee is \$75. On the transmittal form, enter **BWP TU 04** as the permit code and "Limited Practice TURP" as the permit name.
- Applicant must complete sections A, B, C and E.
- Skip Section D

2. Environmental Management System or Resource Conservation Planner Certification

Please indicate if you are also applying to certify an Environmental Management System and/or a Resource Conservation Plan (there is no additional fee for this certification).

☐

Environmental Management System (Complete Section F)

☐

Resource Conservation Plan (Complete Section G)

B. Applicant Information

Please print or type.

Last Name

First Name

Middle Initial

Mailing Address Line 1

Mailing Address Line 2

City/Town

State

Zip Code

Telephone & Extension

Email

Place of Employment

Employer's MassDEP Facility # if a TURA Filer

Address

City/Town

State

Zip Code

Telephone & Extension



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

Application for Certification or Re-Certification of a Limited Practice Toxics Use Reduction Planner

Transmittal Number _____

C. Certification Statement

"I certify that, to the best of my knowledge, all information presented in this application is true in substance and effect."

Signature

Date

D. Limited Practice Planner Certification Information

In order to qualify for Limited Practice Planner certification, you must:

- ☐ Possess seven (7) years of specific work experience in fields related to toxics use reduction (complete section 1 below). Please note that education may substitute for up to five (5) years of the required work experience (if applicable, please fill out section D – 1 (b));

AND (check one)

- ☐ Demonstrate that two (2) years out of the seven (7) years listed above meet the criteria for full-time experience specific to toxics use reduction activities and provide documentation (please fill out section D - 2). **Please Note:** Completing the TUR Planner Course may count for six (6) months of the required two years experience.

OR

- ☐ Satisfactorily complete the TUR Planner Course developed by the Toxics Use Reduction Institute at the University of Massachusetts at Lowell and pass the TUR Planner Examination given by MassDEP (please fill out section D-2). **Please Note:** Passing the exam substitutes for the remaining two (2) years of required work experience if you have used education to substitute for five (5) years of required work experience.

1. Employment Information:

Applicants must have seven (7) years of specific work experience in fields related to toxic use reduction in any of the following six areas:

1. Engineering or process control
2. Manufacturing, production, or quality control
3. Environmental compliance or worker health and safety
4. Accounting, business, administration or product marketing
5. Planning, industrial design, or research development
6. Managerial or legal

Part-time work experience in the areas listed above may count, on a pro-rated basis, toward the required seven (7) years of full-time experience. See the instructions for more information. If more space is needed, please continue on a separate page and clearly note which question you are answering. If necessary, use a photocopy of this page.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

D. Limited Practice Planner Certification Information (cont.)

a. Employment Experience – current position:

List Current Position

Job Title

Dates of Employment

Immediate Supervisor/Title

Supervisor's Telephone #

Is this full-time or part-time work? ☐ Full Time (37.5 or more hours) ☐ Part Time

If part-time, how many hours per week do you work?

Hours

Describe duties, responsibilities, skills and/or knowledge acquired within the six areas of experience noted above:

Employment experience – previous position:

Job Title

Dates of Employment

Immediate Supervisor/Title

Supervisor's Telephone #

Was this full-time or part-time work? ☐ Full Time (37.5 or more hours) ☐ Part Time

If part-time, how many hours per week did you work?

Hours

Describe duties, responsibilities, skills and/or knowledge acquired within the six areas of experience noted above:

b. Educational Substitution:

Education may substitute for up to five (5) years of the required work experience. Please refer to the instructions as well as 310 CMR 50.52(3) for more information on educational substitutions.

If you are seeking educational substitution attach a photocopy of proof of attainment of degree or certificate (a transcript may be used if it clearly states attainment of degree or certificate. If you would like your transcript returned, enclose a self-addressed, stamped envelope with this application).

i. Are you seeking to substitute education for some of the required experience? ☐ Yes ☐ No

ii. If yes, how many years do you seek to substitute?

of Years



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

D. Limited Practice Planner Certification Information (cont.)

- iii. Educational Information: List below the educational institutions attended in reverse chronological order beginning with the most recent. Use a photocopy of this part of the application if necessary.

Name of Institution

Address

Major

Dates Attended

☐ Degree

☐ Certificate

If degree/certificate is not in one of the fields described in Section 1 (b) of the Instructions explain why you think this education is relevant. Please also enclose a transcript of your courses.

Name of Institution

Address

Major

Dates Attended

☐ Degree

☐ Certificate

If degree/certificate is not in one of the fields described in Section 1 (b) of the Instructions explain why you think this education is relevant. Please also enclose a transcript of your courses.

Name of Institution

Address

Major

Dates Attended

☐ Degree

☐ Certificate

If degree/certificate is not in one of the fields described in Section 1 (b) of the Instructions explain why you think this education is relevant. Please also enclose a transcript of your courses.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

D. Limited Practice Planner Certification Information (cont.)

2. Demonstrated Experience in Toxics Use Reduction

TURA and its implementing regulations require that two (2) years out of the seven (7) years listed above meet the criteria for full-time experience specific to toxics use reduction activities. Please note that this can be part of the 7 years of experience required above, however, detailed information is required in process characterization, options identification, technical evaluation, and economic evaluation. For detailed information on how to calculate actual experience, see the instructions. Alternatively, an applicant may satisfy this requirement by taking the TUR Planner course and passing the TUR Planner exam (see section D-3).

a. Are you claiming at least two (2) years of experience in toxics use reduction activities as described in 310 CMR 50.55(2) of the TURA Regulations? ☐ Yes* ☐ No

b. *If Yes, please describe your two (2) years of experience of TUR activities by providing the name of the employer at which the experience was gained, a brief description of the experience itself (or the project name, if applicable), and the dates during which you gained the experience or worked on the project(s):

Employer

Dates

c. Have you attended and completed the Toxics Use Reduction Planner course? ☐ Yes* ☐ No

*If Yes, please provide the data and location of the Toxics Use Reduction Planner course you attended and attach a copy of your TURP course certificate to this page of the application.

Date

Location

d. Experience in Toxics Use Reduction and other related activities.

Please provide a detailed description below how your two (2) years of experience in TUR activities applies to the following four Toxic Use Reduction activity areas: **process characterization, options identification, technical evaluation and economic evaluation.**

Experience in toxic use reduction activities means possessing either the skills or knowledge necessary to conduct all the analyses or tasks as described in each of the four areas, or skills or knowledge necessary to evaluate whether each of these analyses were conducted in accordance with the Regulations.

All applicants are encouraged to review the instructions for further detail on completing this section. Please attach additional pages as needed.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

D. Limited Practice Planner Certification Information (cont.)

Process
Characterization: _____

Options
Identification: _____

Technical
Evaluation: _____

Economic
Evaluation: _____

Other Related
Activities: Describe any experiences that do not fit easily into one or more of the four categories above,
but you believe are relevant to TUR planning.

e. Certification Information:

If you plan to certify plans for any facility(ies) owned or operated by your employer other than the one at which you are currently employed, please provide the facility name, address and MassDEP facility ID number. Also describe below how at least one (1) year of your experience in TUR activities is related to the operation of the other facility(ies). Attach additional pages if necessary.

Facility Name _____

Address _____ DEP Facility ID# _____

Description _____



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

D. Limited Practice Planner Certification Information (cont.)

Facility Name

Address

DEP Facility ID#

Description

Facility Name

Address

DEP Facility ID#

Description

3. Toxics Use Reduction Planner Course and Exam Information

You may also qualify for two (2) years TUR experience by taking the TUR Planner course AND passing the MassDEP TUR Planner exam. If applicable, please complete the information below.

a. Provide the date and location of the TUR Planner certification course you attended:

Date

Location

b. Attach a copy of your TUR Planner course certificate to this page of the application.

c. Provide the date and location of the TUR Planner examination you took:

Date

Location

d. Attach a copy of the letter from MassDEP verifying that you passed the TUR Planner exam.

E. Re-Certification for Limited Practice TUR Planner

In order to be re-certified as a Limited Practice Planner, you must have completed 24 credits in continuing education for your first re-certification, and 20 credits for all subsequent re-certifications (i.e., second, third, etc...) as explained in the instructions. Please check the appropriate box:

- ☐ Minimum 24 continuing education credits (first re-certification)
☐ Minimum 20 continuing education credits (second re-certification and subsequent)



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

E. Re-Certification for Limited Practice TUR Planner (cont.)

Please provide the title of the educational activity attended, the dates attended, the hours in attendance, a brief description of the activity, and the number of continuing education credits you are seeking for your attendance. Please attach additional pages if needed. Note: The summation of continuing education activities listed in sections E through G must equal or exceed the number of credits required for your re-certification (this will depend upon whether it is your first, second, third, etc. re-certification) as defined in the instructions

1.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested
	_____	_____
	Description	

2.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested
	_____	_____
	Description	

3.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested
	_____	_____
	Description	

4.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested
	_____	_____
	Description	



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

F. Environmental Management System Certification

In order for a Limited Practice TUR Planner to certify an Environmental Management System (EMS) for any facility, the planner would need to be accredited or certified under a recognized Environmental Management System Standard OR have 16 one-time continuing education credits on EMS OR demonstrate two (2) years of experience in EMS, including auditing environmental management systems. **Please note:** This does not change the total number of credits required in section E. Please check the applicable box below and provide the requested information.

- ☐ **1. Accredited or Certified Under a Recognized Environmental Management Standard.**
I am accredited or certified under the following recognized EMS Standard:

Name of Recognized EMS Standard

- ☐ **2. Continuing Education Credits.** I have completed the following 16 continuing education credits in EMS: Please list the courses and attach additional pages if needed:

a. _____
Title _____ Date(s) _____

Hours _____ Credits Requested _____

Description _____

b. _____
Title _____ Date(s) _____

Hours _____ Credits Requested _____

Description _____

c. _____
Title _____ Date(s) _____

Hours _____ Credits Requested _____

Description _____

- ☐ **3. Demonstrate two (2) years of Environmental Management Systems Experience.**
Please complete the following.

a. Employment Experience – Current Position

Employer

Job Title _____ Dates of Employment _____



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

F. Environmental Management System Certification (cont.)

Immediate Supervisor & Title

Supervisor's Telephone Number

Is this full-time or part-time work? ☐ Full Time (37.5 or more hours) ☐ Part Time

If part-time, how many hours per week did you work? _____
Hours

Describe EMS duties, responsibilities, skills and/or knowledge acquired, including EMS auditing.

Description

b. Employment Experience – Previous Position

Employer

Job Title

Dates of Employment

Immediate Supervisor & Title

Supervisor's Telephone Number

Is this full-time or part-time work? ☐ Full Time (37.5 or more hours) ☐ Part Time

If part-time, how many hours per week did you work? _____
Hours

Describe EMS duties, responsibilities, skills and/or knowledge acquired, including EMS auditing.

Description

G. Resource Conservation Plan Certification

In order for a TUR planner to certify a Resource Conservation Plan, the Planner would need to have at least 12 continuing education credits for the first Resource Conservation Plan certification:

- At least six (6) of the 12 credits must be in applying TUR planning methods to Resource Conservation Planning;
- The remaining six (6) credits must be related to the following asset: energy, water, materials found in solid waste, toxics in articles, (**Note:** To maintain Resource Conservation Plan certification status into the future, a TUR Planner would need to obtain 9 credits every four (4) years, three (3) each in energy, water, and materials found in solid waste).

Please note:

- No Resource Conservation Planning credits are needed to certify Resource Conservation Plans that focus on toxics substances used below threshold amounts or chemical substances exempt from TURA reporting. Please see the instructions for additional information.
- This does not change the total number of credits required in section E.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

G. Resource Conservation Plan Certification (cont.)

Please list the courses (at least 6 continuing education credits must be in applying TUR planning to Resource Conservation):

1.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

2.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

3.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

H. Supporting Documentation

Your certification and re-certification credit request **MUST** be supported by documentation, which should be attached to this application. Such documentation should be attached in the order the activity is listed in Sections E, F, and G and should describe the courses or events listed and the hours in attendance, e.g., a course syllabus or event itinerary and a copy of the sign-up sheet or certificate of completion.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 02 & BWP TU 04

**Application for Certification or Re-Certification of a
Limited Practice Toxics Use Reduction Planner**

Transmittal Number _____

I. Continuing Education Credit Pre-Approval Form

Any applicant may receive prior written continuing education credit from MassDEP for any course, seminar, etc. by completing this form and submitting it (faxing is preferred) to the phone number shown on the form.

Instructions:

This form should be completed by any applicant seeking prior approval of continuing Education credit for any activity the applicant has taken, or plans to take (i.e., prior to submitting a completed TUR Planner Recertification Application). A separate form and supporting documentation should be submitted for each activity. Once the form and supporting documentation are received, MassDEP will make a credit determination and will notify the applicant.

Mail or Fax Form to:

**Department of
Environmental
Protection,
Toxics Use
Reduction
Planner
Certification
Program,
One Winter
Street, Boston,
MA 02108**

**Fax:
617-292- 5858**

1. Applicant Information

Last Name

First Name

Middle Initial

Street Address or Box Number

City

State

Zip Code

Home Telephone Number

Work Telephone Number

Fax

2. Documentation

For a course, seminar, etc. already attended or planned, for which a credit determination is requested, please attach documentation to this form that will provide MassDEP with a description of the activity, verification of attendance (for activity already attended), and the hours the applicant spent or plans to spend in attendance at the activity. In addition, please provide the following information:

Activity Name and Sponsor

Hours in Attendance (or planned)

Date(s) of Activity

Credits Requested

Category (see instructions):

- ☐ TUR activities
☐ Laws and regulations (4 credit limit)
☐ Professional activities (8 credit limit)
☐ Environmental Management Systems
☐ Resource Conservation Planning

Description

3. Final Approval for Planned Activities

Any credit determination made by MassDEP in response to this form for activities NOT YET ATTENDED BY THE APPLICANT are subject to verification of hours in attendance, which must be provided either prior to, or with, the applicant's Toxics Use Reduction Planner Recertification Application.

MassDEP USE ONLY - PREAPPROVAL/CREDIT DETERMINATION

The continuing education activity described in section B of this form has been:

- ☐ APPROVED for _____ credits toward Planner Recertification.
☐ DISAPPROVED for Recertification credit.

Comments, Date, Signature: